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TAB A. REQUIREMENTS GUIDE FOR AFRICA

I. SPECIFIC ORDERS

A. Serial Publications

Newspapers and journals have been ordered on a subscription basis from some forty (40) countries and territories in Africa. These subscriptions are normally placed by the PPO in the fall of each year, and are reordered each succeeding year unless cancelled. Each principal and/or constituent post in Africa has in its files the order Operations Memoranda (OM's) which cite the title, publisher, cost, etc., of each serial publication ordered.

B. Books and Monographs

Books and monographs are ordered on OM's throughout the year. Wherever possible, references taken from current African bibliographies or catalogs are cited in these orders, which also identify the title, author, publisher, place of publication, pagination, and date. Annual publications, such as yearbooks, directories, etc., are ordered once a year in a manner similar to the annual subscription process for newspapers and journals.

C. Telephone Directories

The quantity of and cost authority to be cited for telephone directories required by participating agencies is noted in unclassified circular airgram CA-3264, dated 26 September 1962, which is sent to all American diplomatic and consular posts. This requirement is revised annually.

D. Diplomatic and Consular Lists

A total of twelve (12) copies of all such lists are requested in unclassified CA-2188 of 24 August 1962.

E. Foreign Office Lists

A total of five (5) copies of all Foreign Office lists are requested in unclassified CA-5564 of 20 November 1962.

F. Historical Intelligence Collection (HIC)

The special intelligence subjects, both historical and contemporary, which HIC requires in books, monographs, and serial publications are given in detail in CA-3945, dated 19 September 1962, classified CONFIDENTIAL.

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II. SELF-INITIATED PROCUREMENT BY RPO AFRICA

Official and scholarly works, general and specific, are desired for categories listed below. Speculative works on political, economic, scientific and social theory are to be transmitted only if they are of current interest. The number of copies required is given after each publication category. Types of publications which are NOT required are listed in the last paragraph.

A. Politics

1. Domestic policies and programs; 2
2. Organization, activities and prospects of groups influencing national politics; 3
3. Political organizations and personalities on all levels; 5
4. Official statements of government policy; 2
5. Censorship and other political restrictions; 1
6. Elections; 3
7. Propaganda; 2
8. National laws and general codes of laws; 2
9. Text of new national constitution or proposed or adopted changes in existing constitution; 2
10. International groups: names of members, dates of conferences and meetings and names of participants, delegates, agenda, and texts of speeches delivered; 3
11. Current international relations: international laws, texts of treaties and international agreements, juridical studies of issues at dispute between East and West, recent diplomatic history; 3
12. Communism: Soviet and Chicom penetration, international Communist movement, Communist front organizations, national Communist organization; 5

B. Economics and Politico-Economics

1. Research and development (including reference to U.S. investment) in domestic and international finances

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(especially Sovbloc and Chicom activities), industry, commerce, trade, labor, transportation, logistics, and other major segments of the national economy; 5

2. Economic conditions, plans, policy, and investments; 6

3. Existence and development of natural resources; 3

4. Trade fairs; 3

5. Taxes; 2

6. Report of ministries; 3

7. National annual budgets; 3

8. National statistical compilations; 3

9. Census publications, national in scope; 3

10. Technical brochures, catalogs, annual reports, house organs dealing with industrial installations, power plans, facilities, commercial firms; 2

11. Negotiation, acceptance, and implementation of Sovbloc economic aid; 2

12. Basic statutes, by-laws, constitutions of labor unions. 2

C. Science and Technology

1. Scientific and technical publications reporting on advances, accomplishments, projects, plans, and policies at the professional level; 4

2. Major construction; 2

3. Organization, personnel, and activities of Government ministries, universities, and research organizations engaged in fields of science and technology; 5

4. Sino-Soviet scientific and technical aid. 2

D. Social and Cultural Factors

1. Education; 2

2. Standard of living; 2

3. Public health; 2

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4.	Tribal organizations and customs;	2
5.	Employment, unemployment and old-age problems;	2
6.	Demography;	2
7.	Cultural achievements and trends;	2
8.	Cultural exchanges with Sino-Soviet bloc;	2
9.	Crime (especially statistics).	2

E. Geography

1.	Physical and economic geography;	3
2.	Tourist guidebooks, pamphlets, brochures, etc.;	7
3.	Road atlases;	3
4.	City/town plans;	3
5.	Gazeteers;	4

F. Military and Internal Security

1.	Civil defense;	2
2.	Internal security forces (especially police reports);	3
3.	Military theory, tactics, strategy, organization, training;	3
4.	Negotiation, acceptance, and implementation of Sino-Soviet bloc military aid;	3

G. Sino-Soviet Bloc Publications

1.	Sovbloc publications translated into English;	2
2.	Any Chicom publications;	1

H. Research and Miscellaneous Materials

1.	Who's Who directories of all professions, either general or specialized according to nationality, profession, religion, etc.;	7
2.	Government directories and registers;	5

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3.	Social registers;	4
4.	City and commercial directories;	4
5.	Membership lists or directories of learned and professional societies and institutions concerned with social sciences, science, education, technology, politics, economics, military;	5
6.	Civil Service personnel and appointment lists;	5
7.	Catalogs of universities, institutions, and research organizations of all types;	4
8.	Graduate lists of colleges and universities;	2
9.	Lists or directories of press, radio, and TV commentators and correspondents;	5
10.	International organization publications identifying officers and members;	5
11.	Pages or sections of periodicals devoted to biographic profiles or news concerning personalities;	3
12.	Sample copies of scientific, technical, economic, industrial, educational and other professional journals containing reference to personalities;	3
13.	Published biographies and autobiographies of living personalities regardless of profession;	5
14.	Trade and commercial directories;	6
15.	Export-Import Directories;	4
16.	Ship registers;	3
17.	Yearbooks, general and specialized, governmental and non-governmental (excluding titles specifically requested by OM);	6
18.	Communications timetables and facilities;	4
19.	Calendars and almanacs (not specifically requested);	3
20.	Monolingual and bilingual (into any other language) dictionaries, glossaries; general and specialized for all African languages;	6

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21. Definitive encyclopedias; 4

22. New grammars; 4

23. Sample issues of all new periodicals, newspapers, and official gazettes. Do not enter subscriptions unless so requested; 8

24. Bibliographies, press catalogs, book lists; 6

I. Exclusions

The following should NOT be sent unless specifically requested:

1. Publications more than a year old;

2. Publications originating in countries other than the host country, except as otherwise noted above;

3. Translations of publications of other countries except Sovbloc;

4. School and college textbooks;

5. Popularizations of science, technology and scholarly subjects;

6. Reprints of well-known works (new, revised editions should be sent, however);

7. Telephone directories, diplomatic and consular lists, foreign office lists. These are requested by separate instructions.

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TAB B. REQUIREMENTS GUIDE FOR LATIN AMERICA

I. SPECIFIC ORDERS

A. Serial Publications

Newspapers and journals have been ordered on a subscription basis from some thirty-five (35) countries and possessions in Central and South America. These subscriptions are normally placed by the PPO in the fall of each year, and are reordered each succeeding year unless cancelled. Each principal and/or constituent post in Latin America has in its files the order Operations Memoranda (OM's) which cite the title, publisher, cost, etc., of each serial publication ordered.

B. Books and Monographs

Books and monographs are ordered on OM's throughout the year. Wherever possible, references taken from current Latin American bibliographies or catalogs are cited in these orders, which also identify the title, author, publisher, place of publication, pagination, and date. Annual publications, such as yearbooks, directories, etc., are ordered once a year in a manner similar to the annual subscription process for newspapers and journals.

C. Telephone Directories

The quantity of and cost authority to be cited for telephone directories required by participating agencies is noted in unclassified circular airgram CA-3264, dated 26 September 1962, which is sent to all American diplomatic and consular posts. This requirement is revised annually.

D. Diplomatic and Consular Lists

A total of twelve (12) copies of all such lists are requested in unclassified CA-2188 of 24 August 1962.

E. Foreign Office Lists

A total of five (5) copies of all Foreign Office lists are requested in unclassified CA-5564 of 20 November 1962.

F. Historical Intelligence Collection (HIC)

The special intelligence subjects, both historical and contemporary, which HIC requires in books, monographs, and serial publications are given in detail in CA-3045, dated 19 September 1962, classified CONFIDENTIAL.

Declassified from automatic downgrading and declassification

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II. SELF-INITIATED PROCUREMENT BY RPO LATIN AMERICA

A. Exclusions

Selection activity will be greatly facilitated by the observance of certain broad exclusions; i.e., the following should NOT be sent under this program unless specifically requested by separate correspondence:

1. Publications more than a year old.

2. Publications originating in other than the host country, except those found to be unobtainable in the country of nominal origin for any reason. This exclusion covers translations of publications originating in other countries into the local language even though the translation is actually published in the host country.

3. School and college textbooks.

4. Sample issues of periodicals and newspapers which are regularly transmitted under the CERP program or in response to INR/CS/FP specific orders.

5. "Popularizations" of science, technology and scholarly subjects.

6. Reprints of otherwise suitable works (unless the original edition is believed not to have been submitted -- see item No. 1, above). New, revised editions should be sent, however.

7. Telephone directories, diplomatic/consular lists, Foreign Office lists. These are specifically requested under separate instructions.

8. Unordered subscriptions to new periodicals or newspapers. Sample issues, however, should be provided whenever possible accompanied by an evaluating report on the publication and/or its publisher.

B. General

1. Scholarly and popular works in and on the following fields are desired: (Speculative works on political, economic, social and scientific theory are wanted only if they are of current interest and importance.)

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a. Political conditions and developments; 1

b. Scientific conditions and developments; 2

c. Current international relations; 2

d. Economic conditions and developments; 1

e. Texts of treaties and revisions thereof; 1

f. Science and technology. 2

2. Newspapers and periodicals

Sample copies of non-ordered newspapers and periodicals. Special attention should be given to supplying samples and availability data of provincial publications, semi-denied or semi-clandestine publications of local "subversive" (i.e., any group out of favor with the current regime of a country may be "subversive" in Latin America) groups. 2-4

3. Reference works (those not on the "Annuals List"):

a. Biographical publications: Who's who, government directories and registers, social registers, city and commercial directories, membership lists of learned and professional societies, international organizations, political parties, etc.; 3

b. Bibliographical publications: catalogs and price lists of the publishing and bookseller trade; 4

c. Dictionaries: mono-, bi-, and multi-lingual dictionaries, glossaries, etc.; 1

d. Definitive encyclopedias; 1

e. National official yearbooks and national statistical compilations; 2

f. Ship registers, publications on shipbuilding and repair facilities, including both commercial and military; 1

g. Trade, commercial and import-export directories; 2

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h. Data concerning BLOC (including Cuban) airline operations, and facilities for overhaul and repair of transports aircraft both in the Bloc countries and/or locally.

4. Government Publications. Publications and documents issued by government sources in the following categories: 1 (each)

a. National annual budgets;

b. Reports of major departments;

c. Official yearbooks;

d. Official statements of government policy;

e. Annual compilations of national law and general codes of law;

f. Statistical compilations;

g. Census publications if national in scope.

5. Commercial firms and organizations: reports of the more important private banks, corporations, chambers of commerce, trade organizations, labor and farm groups, industrial organizations, and other economic groups.

6. By-laws and Constitutions: Basic statutes of labor unions, peasant unions, political parties, and other groups influencing public policy.

7. Communism, Castroism and other subversion: Fullest possible coverage is desired and should include publications by such groups; publications about such groups (pro or con) which disclose activities, programs, personalities, objectives, achievements, failures, support, opposition, etc. Publications must be understood to include not only conventional books and serial publications (newspapers, periodicals, etc.) but such desiderata as propaganda flysheets, posters, pamphlets, etc. 4

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8. **External Bloc relations:** Scholarly publications (which may or may not originate locally) concerning Bloc political and economic objectives in underdeveloped countries -- emphasis on Latin America, but not exclusively so; the future of Bloc trade with the West, particularly Latin America; information on the economic and political integration of the Bloc; politico-economic problems of individual Bloc countries in regard to intra-Bloc specialization, trade, and joint investment projects; Bloc foreign trade planning; influence of Soviet Seven (and Twenty) Year Plan on Bloc economic activity; effects of the polycentrist disagreements in the international Communist movement on local Communists, Communist-front, pro-Communist and pre-Castroite groups. (NOTE: the term "Bloc" must be understood to include Cuba in these contexts.) 4

9. **Statistical compilations:** Reliable, comprehensive statistical publications from private groups are desired on commerce, industry, mining, agriculture, construction, transportation, finance, population trends, education and vital statistics, including instructions for and discussions of statistical definitions, composition and coverages. 2

10. **Political ephemera:** Pamphlets, posters, handbills and other desiderata of political interest either published locally or received from any foreign source; publications of political parties and of labor, peasant, emigre, student, religious, veterans and other groups engaged in political activities. Election and pre-election materials are most important. 1

C. Specific

The following statements of requirements are to be understood to be supplemental to the general requirements, above, and not (repeat: NOT) simply amplified restatements:

1. **Industrial:** Industrial installations, including power plants and gasworks; industrial catalogues, specifications, standards, price lists and publications intended for customer or owner-shipper groups from industrial firms of intelligence interest; classifications of industrial commodities similar to the US "Standard Classification of Industrial Commodities." 1

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2. Communications: All communications facilities. 3

3. Transportation: Copies of timetables, maps of routes, route schedules of airlines, railroads, ship lines, bus and truck lines, and specific data on pipelines. 2

4. Guide Books: Guide books and publications on tourism, resorts, cities, counties and geographical regions. 2

5. Machine translations: Machine translation, machine systems of information storage and retrieval techniques, programs and experimental results -- include data on Bloc countries and others when available. 1

6. Bloc Economics: Publications published in the Bloc countries, or locally published under Bloc direction (such as locally printed Spanish or Portuguese, etc., translations of Bloc publications) such as trade journals, monographs, statistical compilations, etc., dealing with basic materials of production; e.g., fuels and power (coal, petroleum and petroleum products; atomic, therma-, and hydroelectric energy); ferrous and non-ferrous minerals and metals, basic chemicals, and important agricultural products; publications which discuss extraction and production, production facilities, quality, prices, investment, distribution and consumption; also, publications on the construction materials industry's economics either in its entirety or on special components of these industries such as industrial, housing, transport and other construction, labor force and productivity, construction costs, mechanization, the cement industry, rock products, etc. 1

7. Guided Missiles: Bloc countries only. Popularizations such as those general articles appearing in "URSS" are not wanted; confine selection to reasonably technical or professionally oriented articles such as those intended for scientists, engineers or military audiences. Any and all such data on Bloc guided missiles and/or space programs, including photographs and sketches of the missiles and their associated equipment. Details are desired on the scope of programs, research and development, production, deployment, capabilities, costs, etc. 1

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8. Press, Radio and TV Directories: Lists or directories of press, radio and TV commentators and correspondents, detailing their organizational affiliations and assignments. 1

9. Spanish or Portuguese language publications containing Soviet diplomatic notes, official pronouncements and collections of Khrushev's speeches. 3

10. Bloc personalities' biographies: any publication containing biographic information on significant Bloc personalities. 1

11. International Organizations: Official publications of all types of international organizations which identify officers and members. 1

12. "Who's Who"-type directories and reference books specialized according to entrants' nationality, profession, religion, etc. 1

13. Yearbooks, state calendars and almanacs, whether published by governmental or private entities. 1

14. School Catalogs: Any and all university, technical, or other school of higher learning catalogue (barring primary and secondary schools of the high school level or below); similar catalogues of research organizations, either public or private. 2

15. Biography: All published biographies of autobiographies of living persons of national or regional importance, regardless of profession. 1

16. Research and Development: Substantive information on the goals, programs, personnel, etc., of all important research and/or development organization, governmental or private, civil or military. 1

17. Engineering and design companies: All significant data. 1

18. Service facilities: All significant data on such facilities as public utilities, storage facilities, repair facilities, etc., of importance on a national or regional level. 1

19. Commerce and trade: All significant published data. 1

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20. Financial institutions: All significant data of major entities, including periodic statements, house organs, etc. 1

D. Areas of Special Interest

1. SOVBLOC and CHICOM activities: Any published information on any of the foregoing categories either in the Bloc country, or by the Bloc countries in or aimed at Latin America. 2

2. PUBLICATIONS ON AND FROM CUBA: There is a general interest in Cuban publications per se, and about Cuba from any source. Current Cuban books and other monographs in the fields of politics, economics, sociology, international relations, geography, guerrilla tactics and training, etc., etc., are required. 2-4

(NOTE: Report availability of serial publication subscriptions, but do not -- repeat NOT -- enter subscriptions unless specifically requested to do so.)

3. URBAN AND LAND REFORM: Any discussion or description of plans, activities, entities and personalities engaged in urban and land reform planning or programs, either national or regional. 2

4. VIOLENCE AND SUBVERSION: Publications describing or discussing violence, subversion and the causes thereof, of people and groups involved in fostering or combating such activities. Such activity may be Communist, Castroite, rightist, or of other political coloration, purely internal in nature or instigated or supported by external forces. 2-4

5. REGIONAL GROUPINGS: Descriptions and discussions of the pros and cons of de facto, planned or projected regional political or economic groupings of Western Hemisphere countries such as the OAS, LAFTA and CACM. 2

6. INTERNATIONAL RELATIONS: Activities, policies and attitudes of local Communist, pro-Communist, Castroite and radical nationalist groups vis-a-vis the polycentrist disagreements in the international Communist movement, pro- and anti-Castro movements, and on regional groupings such as the CAS, LAFTA, CACM. 2-4

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7. UNDERDEVELOPED AREAS DEVELOPMENT: Discussions of plans and projects for tax, urban, agrarian and social reforms (education, welfare, etc.) by significant groups or individuals, private or official. Aspects of development in Latin America compared with similar problems in Africa, Asia or other "underdeveloped" areas discussed by significant Latin or foreign persons or groups; suggestions or plans for mutual or unilateral aid or technical advice between and among underdeveloped areas of the Western Hemisphere and/or other parts of the world; aid or advice from European and Bloc countries. 2

8. COLONIALISM: Publications by or concerning, and biographic data on persons involved in "anti-colonialism" activities; e.g., Angolan anti-Salazar activities and personalities based in Brazil; activities of Algerian or other African "advisors" in Latin America, especially Cuba. 2

9. SCIENTIFIC CONDITIONS AND DEVELOPMENT: Major advances in science and technology (in relative area terms), with particular interest in applications of atomics, and including economic technology. Application of an "old" technique for the first time to local industry, agriculture, or animal husbandry, etc., is suitable material under this requirement. 2

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TAB C. DUTIES AND RESPONSIBILITIES OF THE REGIONAL PUBLICATIONS OFFICER

The basic responsibilities of the RPO are set forth in IV FAM 943 and should be reviewed. The following data expand certain sections of the Foreign Affairs Manual and are considered primary duties of the RPO:

A. Review and Procurement of Publications

1. The constant review of new books, periodicals, newspapers and pamphlets through the examination of bibliographies, publishers' notices, catalogs and reviews;

2. The review of new publications by personal visits to bookstores, newsstands, government agencies and other sources of published materials;

3. The self-initiated procurement of publications for the Department and other participating agencies in accordance with instructions furnished by the Department, i.e., guideline of requirements, briefings, etc.;

4. The submission of sample copies of new periodicals and newspapers deemed of potential value, together with such information as editor, publisher, periodicity, subscription price, political affiliation, scope, circulation, and other pertinent data;

5. Regular visits to non-commercial outlets such as research institutes, universities, libraries, learned and professional societies, industrial firms, labor organizations, and other specialized groups to obtain any pertinent publications which such groups may issue;

6. The transmission of issuances of political groups, Communist and Communist front organizations;

B. Contacts

1. The establishment and maintenance of advantageous contacts in the booktrade, government ministries, universities, libraries, business groups;

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2. Maintenance of close contact with other officers at the post, including USIS, military attaches, etc., and the dissemination of information of local publications to such offiers upon request or when aware of items which may be of substantial interest to them.

C. Reporting

1. The submission of reports on availability of publications recently issued or scheduled to appear, especially those of a specialized or comprehensive nature considered of possible interest to agencies which have not made funds available for self-initiated procurement by the RPO;

2. The submission of reports concerning the availability or non-availability of Soviet Bloc and Chicom publications in the area;

3. The submission of reports on publishers and commercial outlets;

4. The submission of reports concerning change of editor, demise of publication, change in political affiliation, change of format, etc.;

5. The submission of reports concerning the noticeable change in types of publications available in bookstores, kiosks, new publishing trends;

6. The submission of comprehensive press surveys which include titles of serials (newspapers and periodicals), editor, publisher, circulation, political slant, scope, periodicity, annual subscription cost, etc.;

7. The submission of monthly reports giving the status of allotments, number of items forwarded during the month, trips completed, and a brief description of problems confronting the accomplishment of the program's objectives.

D. Supervision

1. Advice and assistance to the post's general services officer or local employee assigned to assist the RPO with respect to fulfillment of routine requests from the various Federal agencies for specific titles.

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E. Travel

1. Travel at least biannually or preferably more frequently to all posts within his region of responsibility. Proposed travel will be reported in advance to permit the Department and other agencies to forward specific requirements for the areas to be visited;

2. During his stay in an area, the RPO will:

a. Meet with the principal officers at the post;

b. Provide guidance to the part-time Publications Officer and/or general services officer by reviewing requirements, answering questions about the program, etc.;

c. Investigate certain deficiencies in receipts of publications as advised by the Department;

d. Visit bookstores, government offices, research institutes, universities, etc., as at his home station to review and procure publications fulfilling requirements and to obtain, where available, publishers' catalogs, lists, etc.;

e. Establish useful contacts with the booktrade, libraries, etc.;

f. Prepare and forward to the Department detailed trip reports containing such information as: (1) names of official contacts at the post; (2) bookstores, institutes, etc., visited; (3) names of useful contacts within the booktrade; (4) comments on publishing trends, procurement problems at the post, etc.; and (5) survey of the press showing title, editor, publisher, circulation, political slant, periodicity of each serial publication issued in the area. Note that (5) may often be obtained from USIS and merely brought up to date by the RPO.

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